



ISCMIAINST 1710.3C  
06 Dec 04

INTEGRATED SUPPORT COMMAND (ISC) MIAMI INSTRUCTION 1710.3C

Subj: INFORMATION AND RESERVATION PROCEDURES FOR THE RECREATIONAL  
VEHICLE TRAILER PAD FACILITIES AT MARATHON, FLORIDA

Ref: (a) Coast Guard Morale, Well-being, and Recreation (MWR) Manual,  
COMDTINST M1710.13 (Series)

1. PURPOSE. This instruction promulgates regulations and procedures for the use of the recreational vehicle trailer pads and boats at Marathon, Florida.
2. ACTION. Group/Sector Commanders, Commanding Officers, Officers-in-Charge of units within the geographical area of the Seventh District, including Headquarters, LANTAREA, Maintenance and Logistics Command Atlantic (MLCA) units geographically aligned with the Seventh District, plus division and branch chiefs of Integrated Support Command Miami should give this instruction the widest dissemination possible.
3. DIRECTIVES AFFECTED. ISCMIAINST 1710.3B of 24 May 02 is cancelled.
4. DISCUSSION. The recreation facilities at Marathon, Florida are located at Coast Guard Station Marathon (at mile marker 48, on the west side of U.S. Route 1). The station is located on Vaca Key in the heart of the Florida Keys, 111 miles Southwest of Miami and 48 miles northeast of Key West. The facility can be reached by air, bus or automobile. The recreation facilities consist of four, one-bedroom cottages, four recreational vehicle trailer pads and four recreation boats. Reservations for the cottages and recreational vehicle trailer pads are handled through ISC Miami Regional MWR office (pm). Reservations for the boats are handled through the Marathon Lodge Host.
5. PROCEDURES, RULES AND REGULATIONS. The following procedures and regulations are established to ensure the successful operation of this program.
  - a. Eligibility.
    - (1) Active duty and their dependents of the U. S. Armed Forces (Coast Guard, Army, Air Force, Navy and Marines); members of the ready reserve, reserves in training, members of the National Guard and their dependents; military Cadets of Service academies and their families; commissioned corps of the Public Health Services and their dependents; National Oceanic and Atmospheric Administration (NOAA) on active duty; retirees of the U. S. Armed Forces and their dependents; and other authorized patrons of the morale well-being and recreation programs, including but not limited to: honorably discharged veterans

with disabilities and their dependents; Medal of Honor recipients and their dependents; unremarried surviving spouses of military personnel; DHS/DOD appropriated and non-appropriated funded active and retired civilian personnel and their dependents; Coast guard Auxiliarists; and other individuals entitled to commissary and exchange privileges.

- (2) If you have any questions regarding patron eligibility, please contact our office at (305) 535-4565.

b. Periods of Operation. The facilities are normally open year-round, except when necessary to close for severe weather, maintenance, repairs or operational requirements. When a non-scheduled repair occurs, the scheduled applicant will be notified by telephone by the ISC Miami (pm) and the applicant will be given the opportunity to select another time period.

c. Reservations.

- (1) The application for recreational vehicle trailer pad reservations is attached as enclosure (1). This form along with complete rental payment that includes a minimum three day non-refundable deposit for the period requested shall be forwarded to the Commanding Officer, ISC Miami (pm), 100 Mac Arthur Causeway, Miami Beach, FL 33139-5101. Applications may be submitted up to one year in advance of the reservation.
- (2) Reservations can be made by telephone, walk-in or mail on a first come, first served basis at ISC Miami MWR office. No priority is given to rank or service. Once a reservation is confirmed in writing by ISC Miami (pm), it is guaranteed unless unusual circumstances as outlined in paragraph 5.b occur.
- (3) Reservations can be made for up to 14 days. There are five, one night extensions available at the same rate, if no one requests the use of the site by noon on the day of checkout.
- (4) Telephone inquiries will be accepted concerning the availability of the facilities. Tentative reservations will be accepted by telephone, based upon completion of a reservation form, enclosure (1), and full rental payment returned to ISC Miami (pm) within 14 days of the telephone call. Credit cards will be accepted as full rental payment.
- (5) Multiple reservations by the same applicant can be made as long as there are at least 30 days between the previous checkout date and the new check in date.
- (6) Each recreational vehicle must be self-contained. No dry camping or tents are allowed since there are no shower/bath facilities on site. Water, electric, and sewage are included with each pad. **No bulk sewage dumping is allowed.** The area is

environmentally sensitive and a separate pumping station to handle large scale sewage dumping is not available.

- (7) A maximum of two (2) vehicles in each trailer pad are allowed. Examples of vehicles include, but are not limited to, recreational vehicles, trailered boat, trailered motorcycles, cars, trucks, and trailers. ISC Miami (pm) is not responsible for providing off-base parking or on base parking for additional vehicles. Sponsors may rent more than one trailer pad to accommodate additional vehicles.

d. Confirmation of Reservations.

- (1) Reservations will be confirmed through the mail by a returned application with the approved dates shown. The approved application payment receipt and valid military/civilian identification cards will be required at check-In.
- (2) All confirmed reservations require a completed and signed application on file with full payment at the time of reservation. Unsigned and incomplete applications will be returned to the applicant for completion. Reservations are not confirmed until the applicant receives the approved application from ISC Miami (pm).
- (3) Recreational vehicle trailer pad site location is not guaranteed, although ISC Miami (pm) will try to accommodate requests based on space availability and the size of the recreational vehicle.

e. Check-In/Checkout.

- (1) Check-in time for the recreational vehicle trailer pads is between 1400 and 1800 on the first day of reservations. If travel arrangements necessitate check-in time after 1800, the applicant must contact the Marathon Lodge Host at (305) 743-3549, and a late check-in fee of \$15.00 will be assessed. Checkout time is prior to 1200 on the last day of occupancy. Failure to check out on time will result in a \$10.00 per hour fee for each hour after 1200. Additionally, the late checkout guest will be responsible for any other charges incurred by the Marathon Recreational Facility securing another trailer site for incoming guests.
- (2) Upon arrival at the Marathon recreation facility, the applicant must check in with the Marathon Lodge Host presenting their reservation sheet and proper government identification before taking possession of the recreational vehicle trailer pad.
- (3) If an applicant does not show up on check-in day and does not call to confirm changes in their reservations, ISC Miami (pm) will put the site up for rental by day two of the reservation **and** the two-day, non-refundable deposit policy remains in effect.

f. Schedule of Rental Fees

(1) The schedule for rental fees is attached as enclosure (2).

(2) Rental fees are subject to change without notice.

g. Payment of Rental Fees

(1) All recreational vehicle trailer pad rental fees will be sent to Commanding Officer, ISC Miami (pm), 100 Mac Arthur Causeway, Miami Beach, FL 33139 along with their completed application, including credit card information. Subsequent rental fees, based upon recreational vehicle trailer pad availability, will be paid at the time of extension. Anyone with a history of non-sufficient fund checks to the MWR program will be required to make payment by money order or cashier's check.

(2) All boat rental fees will be paid daily to the Marathon lodge host prior to boat departure and after float plans are completed. No advance boat rental fees will be accepted.

h. Cancellation of Reservations.

(1) ISC Miami (pm) shall be notified immediately if the applicant will not be able to utilize their recreational vehicle trailer pad reservations. Notification must be made 14 days prior to the reservation date in order to receive a refund of payment, less two days fee that is non-fundable. Applicants who have paid for reservations, but fail to show for the dates reserved without notice of cancellation will not receive a refund.

(2) If cancellation is due to an emergency beyond the control of the applicant (i.e., military orders, hospitalization or death in the immediate family) payment will be refunded without regard to the date; however, proof of the emergency is required (copy of the orders, doctor's slip, etc).

(3) If the applicant has checked in with the Marathon Lodge Host and decides to move to another recreational vehicle trailer pad park off-site of the station, the applicant may cancel the reservations; however, a three-day minimum non-refundable deposit will be applied against the refund. The three-day non-refundable deposit fee starts with the day of cancellation notification.

i. Refunds. Refunds will be made by check and mailed to the applicant within 30 days after checkout from the Marathon Recreational Facility.

j. Occupancy

(1) The normal occupancy period shall not exceed 14 days. Extensions of occupancy may be approved by request to the ISC Miami (pm), if the facility has not been reserved.

- (2) Only vehicles may occupy a recreational vehicle trailer pad. Dry camping and tents are not permitted.
  - (3) Occupancy of a facility other than assigned is only approved by ISC Miami (pm).
  - (4) Occupancy is not permitted without the sponsor being present. Occupancy privileges shall not be transferred.
  - (5) Repeated curtailment of reservations, cancellations, failure to use the approved dates (no shows), or failure to follow the recreational vehicle trailer pad facility rules and regulations will result in denial of future use of the facilities.
- k. Termination for Cause. The Officer in Charge of Station Marathon can terminate facility occupancy for cause any time he/she deems necessary. The occupants of the trailer pads will be required to vacate when so directed. As an example, if a trailer pad occupant is caught using Station Marathon bath facilities, the sponsor and guests are subject to immediate revocation of privileges. The final determination to revoke future privileges will be made by ISC Miami (pm). The premises are not to be used for any illegal, improper, or immoral purpose or activity whatsoever.
  - l. Guests. Guests are allowed, provided they are indicated on the reservation application. No more than six guests per recreational vehicle. Guests must abide by all rules and regulations applicable to the sponsor. The sponsor will be held responsible for the behavior and conduct of their guests.
  - m. Children. Because of the dangers inherent in the operation of a military base, the sponsor is responsible for supervision of all children in their party. When on board the station, children are to remain in the vicinity of the trailer pads under direct adult supervision.
  - n. Pets. Pets are permitted in personal recreational vehicles. Owners must walk their pets outside the station perimeter on a leash and owners must clean up after their pets.
  - o. Smoking. Smoking is permitted outdoors, and in designated areas of the station.
  - p. Firearms are not permitted on the base. There is no storage area for firearms on board the station. A prior arrangement for storage off base is the responsibility of the sponsor/guest. All vehicles coming on base are subject to search at the discretion of the Officer-In-Charge of Station Marathon.
  - q. Use of Recreation Boats.
    - (1) Recreation boats are available for rent for those sponsors who rent recreation cottages and trailer pads. First priority is given to sponsors renting the cottages; second priority is given to sponsors renting the trailer pads. Boats are rented on a day-to-day basis. Boats are not available for rental on Federal holidays or when the Lodge Host is absent from the facility.

- (2) The Marathon Lodge Host will ensure that the sponsor checking the boat out is qualified to handle it as set forth in section 5-B-8 of reference (a). This will be accomplished through informal questioning and on-site instruction. The Marathon Lodge Host is the final authority on determining whether a sponsor requesting a boat is qualified to safely operate the vessel.
- (3) Sponsors may check out boats any time after 0800, but must return them to the Marathon Station pier no later than 1645; the Officer in Charge of Station Marathon may authorize exceptions. The sponsor will provide a float plan to the Marathon Lodge Host prior to departing from the station. Upon return of the recreational boat to the station, the sponsor must pay for all fuel used and be accompanied by the Marathon Lodge Host during the refueling process. **No exceptions.**
- (4) The sponsor is responsible for any damages to the boat incurred during the rental period, and will be billed for damages after estimates are received for the work to be completed. It is also the sponsor's responsibility to report any malfunctions and/or possible damages to the Marathon Lodge Host upon return to the pier. Enclosure (2) lists approximate damage costs for casualties commonly associated with boat operation.
- (5) Sponsors and guests may provide their own fishing equipment and tackle, or rent equipment listed on enclosure (2).
- r. Restricted areas. There are restricted areas on the base because it is operational 24 hours/7 days a week. No one is permitted beyond the fence area on the west side of the cottages, including the rocks by the fenced area. No one is permitted in any Coast Guard building, operational boat dock, by gasoline tanks, in the storage area both east and west of the trailer pads, on the grass, or behind the Officer In Charge's house. Do not walk across any lawn due to crab holes. Guests do not look down when they are walking and have been hospitalized due to broken and strained ankles by stepping into the crab holes. Swimming is not permitted in the boat basin. Fishing off the seawall is permitted. Catching lobsters in the boat basin is off limits to all cottage and recreational vehicle guests.

6. Information on the Marathon area.

- a. Additional information on the cottages, recreational vehicle trailer pads, Marathon area attractions and other Marathon facilities amenities will be mailed to the sponsor upon confirmation of reservations.
- b. Additional information on the Marathon facility may also be obtained through the ISC Miami MWR web page on the Internet (<http://www.uscg.mil/mlclant/iscmiami/mwr.htm>).

E. G. FAUX

ISCMIAMINST 1710.3C

Encl: (1) Application for Marathon recreational vehicle trailer pads.  
(2) Schedule of Rental Fees

Dist: List V



## APPLICATION FOR MARATHON RECREATIONAL VEHICLE TRAILER PAD FACILITIES

NAME: LAST, FIRST, MIDDLE INITIAL \_\_\_\_\_

RANK or PAY GRADE \_\_\_\_\_

Branch of Service/Department: \_\_\_\_\_ Active Duty Member ( ) Active Duty Dependent ( )  
All Other Eligible Patrons: (State why you are eligible). Example: U. S. Army Retiree Member

DUTY STATION/ \_\_\_\_\_

WORK ADDRESS \_\_\_\_\_

HOME ADDRESS: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_

BEEPER NO: \_\_\_\_\_ CELL PHONE NO: \_\_\_\_\_

### RESERVATION DATES REQUESTED:

Arrival: \_\_\_\_\_ Departure: \_\_\_\_\_ No. Of Nights \_\_\_\_\_

No. of Guests: \_\_\_\_\_ Names of Guests: (1) \_\_\_\_\_ (2) \_\_\_\_\_

(3) \_\_\_\_\_ (4) \_\_\_\_\_ (5) \_\_\_\_\_

**Full payment required with application. Rental rates are listed on Enclosure (2) are subject to change without notice. Make check/money order payable to: "Coast Guard Morale Fund". Credit cards VISA or Mastercharge accepted. Maximum of 14 nights. All motor coaches/trailers must be self-contained.**

Make of Motor Coach/Trailer	Model	Year	Color	License Plate No.	State
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

Size of Motor Coach/Trailer (Including Slide-Out): Length \_\_\_\_\_ (ft) Width \_\_\_\_\_ (ft)

Car/Truck \_\_\_\_\_

VISA or MASTERCARD \_\_\_\_\_ Exp Date \_\_\_\_\_ Billing Zip Code \_\_\_\_\_

Credit card total amount \$ \_\_\_\_\_ Check or money order amount enclosed. \$ \_\_\_\_\_

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

\*\*\*\*\*

Action by reservation approving authority: RV Slot No. \_\_\_\_\_

Period of Stay: From: \_\_\_\_\_ To: \_\_\_\_\_ Rental Fee Received: \$ \_\_\_\_\_

Check in time: 1400 to 1800 hours. **Check out time: 0800 to 1200 hours.** Cancellation Policy: 14 day advance notice required. Refunds will be issued, less 3 days fee, which is non-refundable.

Application and check returned due to the following reasons: Dates requested are full ( ),  
Application received after trailer pad booked ( ), Other \_\_\_\_\_.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

ISC Miami (pm)

Enclosure (1) to ISCMIAINST 1710.3C

All applicants must read the Privacy Act Statement and the Statement of Understanding and indicate they have read it by signature below.

## **Privacy Act Statement**

In accordance with 5 United States Code (USC) 522(e)(3), the following information is cited when you are providing personal information to the U. S. Coast Guard.

Authority that authorized solicitation of the information: 14 USC 632.

Principal purpose for which information is intended to be used: To provide the U. S. Coast Guard with sufficient information to evaluate the request for use of the recreation facilities under the auspices of Coast Guard Integrated Support Command Miami.

The routine use that may be made of the information: To provide a record of all applications for use of the Marathon recreation facilities controlled by Coast Guard Integrated Support Command Miami.

Disclosure: Voluntary; however, failure to provide the information may result in disapproval of the application.

## **Statement of Understanding**

I have read and understand the contents of ISCMIAINST 1710.3 series concerning the responsibilities of applicants who use the recreation facilities at U. S. Coast Guard Station Marathon, FL. I certify that my guests and I will abide by all the rules and regulations applicable to the use of these facilities. I certify that I will accept full responsibility for the facilities and equipment that are assigned to me during my period of occupancy and that I will be liable for any damages thereto. I further certify that I understand that the U. S. Coast Guard (an agency of the Federal Government) is not liable for any accident, including death, that should occur while my guests or I occupy the recreation facilities or rent any equipment.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

## **MARATHON RECREATIONAL FACILITY SCHEDULE OF RENTAL FEES**

### **COTTAGES**

E-1 to E-4, GS-1 to GS-4, NF-1, WG-1 to WG-4 or equivalent	\$50.00
E-5 to E-7, GS-5 to GS-7, NF-2, WG-5 to WG-7 or equivalent	\$55.00
E-8 to E-9, W-2/3, O-1/2, GS-8 to GS-9, NF-3, WG-8 to WG-9 or equivalent	\$60.00
W-4, O-3, O-4, GS-10 to GS-11, NF-4, WG-10 to WG-11 or equivalent,	\$70.00
District Vice Commodore and below	
O-5 and above, GS-12, NF-5, WG-12 or equivalent and above, District Commodore and above	\$75.00

<b>RECREATIONAL VEHICLE TRAILER PADS</b>	<b>\$20.00</b>
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### **BOATS**

20', 21' or 22' boats with 150HP or 200HP	One-Half Day	\$60.00*
five person maximum on any boat	Full Day	\$75.00*

\* Plus fuel. No one allowed out by themselves, for safety reasons.

**NOTE:** Full day is 0800-1645. Half day is 0830-1230 or 1300-1645. Rentals are available seven days a week. Boats and rental items are not available on Federal Holidays or when the Lodge Host is absent from the facility.

### **RENTALS**

Fishing Poles	2 for	\$10.00
GPS		\$15.00
Dive Flag, Chum Bag, or Bait Bucket		\$ 1.00

### **ITEMS FOR SALE**

USCG Hat		\$ 9.95
Shorty Wet Suite (child and Adult)	\$34.50 to	\$47.90
USCG Patch		\$ 4.30
Fins (child, youth and adult)	\$10.00 to	\$16.00
Snorkel (child and adult)	\$ 3.00 to	\$ 4.00
Mask (child and adult)	\$10.00 to	\$17.00

\*\*\* Bait, ice, charts, fillet knife, dive float with flag, underwater camera, etc. \*\*\*\*\*

## **PRICES ARE SUBJECT TO CHANGE**

### **Recreation Boat Damage Charges**

Propellers:	Missing blade or major damage requiring the replacement of the propeller or a combo of a rehub and a remanufacture with welding.	\$135.00
	Blade(s) needing welding due to missing metal and/or cracks in blade edges. This will include a remanufacture process.	\$ 60.00
	Bent blade requiring reconditioning of the blade.	\$ 44.00
	Sheered rubber hub	\$ 46.00
Skeg Damage:	Tip of the skeg is broken off and/or leading edge is gouged, requiring welding	\$ 65.00
	Skeg is broken off at the lower edge of the gear casting and/or cracks leading up to the gear casing.	By quote ONLY
Anchor:	Lost or bent (even if only slight damage that restricts normal function).	\$ 35.00
	If anchor chain or line lost, add additional	\$ 65.00
Fender:	Lost or damaged enough to prevent use.	\$ 12.00
Ring Bouy:	Lost or damaged enough to prevent use.	\$ 50.00
PFD's	Lost or damaged enough to prevent use.	\$ 12.00
Dive Flag Float	Lost or damaged enough to prevent use.	\$ 8.50
	Flag only.	\$ 4.00
First Aid Kit:	Lost or missing	\$ 22.00
Flare Kit:	Lost or missing.	\$ 40.00
Fire Extinguisher	Lost or missing	\$ 25.00
Hull Damage:		By quote ONLY
Bimini Top:	Broken straps or clips	\$ 3.00 ea
	Re-stitch	\$ 35.00
	Rip repair or support pole damage.	By quote ONLY

**PRICES ARE SUBJECT TO CHANGE**